United States Department of the Interior

FISH AND WILDLIFE SERVICE
Finance Center
P.O. Box 272060
Denver, Colorado 80227

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FWS FEDERAL FINANCIAL SYSTEMS BULLETIN: 00-03

To: All FFS Manual Holders

From: Chief, Division of Finance

Subject: Automation of Permanent Change of Station (PCS) Related Payroll Entries

Effective Date: February 29, 2000

Expiration Date: N/A

Contact: Finance Center, Cost Accounting Section

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Background: When a PCS voucher is processed at the National Business Center (NBC), the tax withheld on the voucher is posted to suspense account, fund 625X. A corresponding entry is made to the Federal Personnel and Payroll System (FPPS) to record taxable income and tax withholding to the employee. These FPPS entries are then transmitted back to FFS via the labor cost file, and posted to a suspense account, to offset the tax withheld on the PCS voucher. The amounts generally net to zero with the exception of the government's share of FICA and Medicare.

Instruction: An automated redistribution program was developed to move these amounts from suspense and charge the cost structure the PCS was paid against. This redistribution will show up on the Office Obligation Transaction Report (OOTR) as a "PR" transaction code. The first run of this program will include all the payperiods for fiscal year 1999 and fiscal year 2000 through payperiod 00-03. For this run, the document control number (DCN) will begin with "PCSADD", and the vendor name/description field of the OOTR will contain the social security number of the employee and the payperiod processed. For payperiods beginning 00-04 and all future runs, the document control number will begin with the payperiod processed and an "S". The vendor name/description field will contain the social security number of the employee. Redistribution of these entries must be sent to the Cost Accounting Section of the Finance Center. **Do not redistribute these entries through "OARC".**

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